



Hoplend Band of Pomo Indians

Job Description

OPEN UNTIL FILLED

Position:	NCICS Court Clerk (F/T, partially grant-funded position)
Reports to:	Northern California Intertribal Court System Chief Judge and Tribal Administrator
Salary:	\$25 to \$28 Hourly (recommendation)

POSITION SUMMARY: The Northern California Intertribal Court System (NCICS) Tribal Court Clerk is responsible for the day-to-day operations of the Tribal Court. The Tribal Court Clerk processes court filings, answers phone inquiries, and assists the Tribal Court Judge to ensure the Tribal Court functions efficiently. The Tribal Court Clerk reports to, and is directed by the Chief Judge. The Chief Judge, Tribal Administrator, and Chair of the Judicial Council, the governing body of the NCICS, supervise and oversee this position.

ESSENTIAL FUNCTIONS:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The Tribal Court Clerk is responsible for performing the following tasks:

1. Handles day-to-day court operations, as directed by the Chief Judge;
2. Receives and processes filings, pleadings, and other matters related to court proceedings;
3. Responsible for maintaining and updating all physical and electronic documents, communications, and records, while safeguarding and protecting their integrity and confidentiality;
4. Maintains court docket (master calendar) and manages scheduling, timing, and logistics of all court proceedings;
5. Participates in hearings by performing a variety of support functions, *e.g.*, setting up the courtroom, taking accurate and concise minutes of legal proceedings;
6. Establishes and maintains effective and courteous working relationships, which includes, but is not limited to, other departments, attorneys, and the public;
7. Manages communications and correspondence between the judges, parties, attorneys, and the public;
8. Orders and maintains necessary office equipment and supplies; and
9. Other duties as assigned by the Chief Judge.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each of the above essential functions satisfactorily. The requirements listed below are representative of the knowledge, skill, ability, physical, and environmental conditions required of the employee on the job:

1. Ability to maintain sensitive, confidential information and use sound judgment, including recognizing and disallowing *ex parte* communications between the court and the public.
2. Ability to understand the difference between the provision of self-help resources (*e.g.*, court forms) versus legal advice.
3. Strong customer service skills with an ability to interact with people from varied backgrounds courteously and effectively.

Preference will be given to qualified Native American applicants in accordance with the Indian Preference Act Title 25, US Code Section 472 & 473 and PL 93-638. Appropriate verification of Native American status is required. Other than the aforementioned, Federal Law requires that all applications be considered without regard to race, religion, color, sex, age or national origin. The Hopland Band of Pomo Indians is an Equal Opportunity Employer, subject to provision of P.L. 93-638 Indian Preference Act.



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4. Proficient computer skills with ability in Outlook, Word, Excel, OneNote, PowerPoint, and Adobe Acrobat as well as capable of learning court case management software.
5. Ability to communicate effectively both orally and in writing.
6. Ability to be flexible and present during regular business hours.
7. Ability to work independently and collaboratively with judge, staff, and attorneys.
8. Strong attention to detail and accuracy.
9. Organized, able to multitask, work with limited oversight, and meet exacting deadlines.
10. Willingness and ability to read, comprehend, and apply court rules and procedures.
11. Professional demeanor and strong work ethic.

EDUCATION & EXPERIENCE

High School diploma or GED and experience working in an administrative support position with a minimum of three years' experience involving public contact in a customer service environment, legal environment preferred. A combination of training and experience that provides the required knowledge, skills, and abilities to perform the essential functions of the job will be considered.

Knowledge of tribal government, language, and culture is preferred, but is not required.

ADDITIONAL REQUIREMENTS:

Possess a valid California Class C Driver's License and be eligible for tribal auto insurance.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to sit, talk, and hear. The employee must occasionally lift and/or move up to 25 pounds. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT

This position is subject to many interruptions and the applicant may be required to handle multiple tasks and inquiries at the same time in a high-stress environment. The noise level in the work environment is usually low to moderate.

The Hopland Band of Pomo Indians and the Northern California Intertribal Court System are committed to a drug and alcohol-free workplace. Any job offer is conditional upon successful completion of a pre-employment substance abuse test and an extensive background security check.

NORTHERN CALIFORNIA INTERTRIBAL COURT SYSTEM



Cahto Tribe
of the Laytonville Rancheria



Coyote Valley
Band of Pomo Indians



Hopland
Band of Pomo Indians
